

# MICROSOFT OFFICE 2003 STEP-BY-STEP OUTLOOK, WORD, EXCEL, ACCESS AND POWERPOINT

Whether you are new to Office or an experienced user looking to develop expertise with Office 2003, you can build and practice exactly the skills you need, exactly when you need them.

This practical, hands-on tutorial builds your skills with Microsoft Office 2003--one step at a time. You can teach yourself the essentials for working with Microsoft Access, Excel, Outlook, PowerPoint and Word.

With Step By Step, you work at your own pace through the easy-to-follow lessons and practice exercises. You'll discover how to:

- publish professional-quality documents, brochures, and Web pages
- develop easy-to-use spreadsheets
- better manage your e-mail communications and calendar
- produce and deliver compelling presentations
- build databases for better decision-making

Practice your skills using the files on Microsoft Office System Reference Pack on CD. The CD includes:

- Twenty-five templates straight from the Microsoft Office team
- Microsoft Office System Quick Reference eBook
- Insider's Guide to Microsoft Office OneNote 2003 eBook—describes new note taking features in Office
- Microsoft Computer Dictionary, Fifth Edition, eBook—10,000+ entries!
- Introducing the Tablet PC eBook
- Complete STEP BY STEP eBook
- Skill-building practice files

The tutorial also helps you prepare for the Microsoft Office Specialist exam and makes a great on-the-job desk reference. Designed for beginning-level and intermediate-level users, Step By Step puts you in charge of developing the skills you need.

The companion CD includes practice files you can use as you learn, as well as the Microsoft Office System Reference pack, which contains templates and clip art, an eBook of Step by Step, and four other eBooks: the Microsoft Office System Quick Reference; the Insider's Guide to Microsoft Office OneNote 2003; the Microsoft Computer Dictionary, Fifth Edition; and Introducing the Tablet PC.

**OUTLOOK** – You will master the fundamentals such associated with:

- setting up and managing your e-mail messages, calendar, contacts, and tasks
- discover how to organize, personalize, and add rich formatting to e-mail messages
- schedule meetings
- share your calendar over the Web
- work from remote locations

**WORD** – You will discover the new features of Microsoft Word 2003 and master the fundamentals for creating great-looking documents. Topics include:

- using styles, templates, and Smart Tags
- formatting, editing, and publishing your ideas in print and online
- organizing information and adding impact with tables, charts, and graphics
- using the Mail Merge Wizard to create customized letters, labels, and envelopes
- sharing, comparing, and merging documents through e-mail or the Web

**EXCEL** - Master the tools for:

- organizing, processing and presenting data
- make data come alive with Microsoft PivotTable and PivotChart dynamic views
- use data analysis tools for better decision making; tap external data sources
- add hyperlinks
- create macros
- help keep data secure as you share--and collaborate on--Excel documents over the Web

**POWERPOINT** - Work at your own pace through easy-to-follow lessons and practice exercises to learn how to create and deliver professional presentations. Topics include:

- working with ready-made design templates
- creating compelling charts, graphics and text; adding narration, animation, 3-D effects, and movies
- e-mailing your work in progress for collaboration
- delivering your presentation anywhere from a meeting room to the Web

**ACCESS** - popular Microsoft Office database management program is geared for beginner/intermediate-level users. Topics include:

- building a database
- linking to data from other Microsoft applications, databases, and HTML and XML files
- using forms, filters, queries, and reports to capture and analyze data
- helping to prevent data corruption
- sharing data over the Web

You will learn how to:

- design your database the way the experts do—and sidestep common mistakes
- import data from spreadsheets, text files, databases, and other sources
- write simple to sophisticated queries to manipulate data
- learn advanced techniques for building forms and reports
- develop PivotTable and PivotChart dynamic views
- tap the power of Microsoft SQL Server with Access projects and views, functions, and stored procedures
- implement database security features
- deliver dynamic data on the Web with data access pages and XML
- use Microsoft Visual Basic for Applications (VBA) and script to automate your applications and Web pages

CD features:

- complete eBook in PDF format
- insider Extras—including fully functional sample databases, VBA code, and sample web pages